

Dear Business Owner:

The Lincoln Commission on Human Rights and the Lincoln Lancaster Women's Commission are updating the Historically Underutilized Businesses (HUB) Directory of women and minority-owned businesses for the City of Lincoln. This was first published in 2001 as a service to private industries, governmental agencies, and to the public, to assist them in identifying women and minority suppliers of products and services. It is our goal to have the updated HUB Directory available on line at the City's website by October 2004.

In order to be included in the HUB Directory, you must do the following:

- T** Complete and return the enclosed form, **no later than August 31, 2004**. If we receive your form after this date, you will be included in future revisions. The first page of the form requires basic information for your business. In the section on products and services, it is important that you specifically identify what your business does. A synopsis of the services and products you offer will be included in the Directory listing.
- T** Sign the certification portion on page one of the form.
- T** On page two of the form, select no more than two categories to be listed in.
- T** If you do not wish to be included in the Directory, we would request that you return the form to us stating such, so that we do not re-contact you.
- T** You will need to download the questionnaire, which is available on line at <http://www.ci.lincoln.ne.us/city/mayor/human/index.htm>. You can then fax it to 441-6937 or mail it to the address given on the form.

We appreciate the time and effort you have taken to complete the form. We look forward to increasing opportunities and networking for Lincoln's women and minority-owned businesses. If you have any questions or comments, please contact Sandi Moody, HUB Directory Coordinator, at 441-7625 or E-mail at smoody@ci.lincoln.ne.us.